

EMPLOYEE DISCIPLINARY REPORT

To Personnel Department:

The following warning was issued today and I desire that the warning be made a part of the official record.

Jeffrey Denton 10/19/00
 NAME DEPARTMENT DATE OF WARNING

- | | | |
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| 1. <input type="checkbox"/> UNREPORTED ABSENCE | 6. <input type="checkbox"/> FAILURE TO OBEY ORDERS | 11. <input type="checkbox"/> VIOLATION OF SAFETY RULES |
| 2. <input type="checkbox"/> TARDINESS | 7. <input type="checkbox"/> FIGHTING ON COMPANY PREMISES | 12. <input type="checkbox"/> DEFECTIVE & IMPROPER WORK |
| 3. <input type="checkbox"/> DRINKING ON DUTY | 8. <input type="checkbox"/> LEAVING WITHOUT PERMISSION | 13. <input checked="" type="checkbox"/> CARELESSNESS |
| 4. <input type="checkbox"/> REPORTING UNDER THE INFLUENCE OF ALCOHOL | 9. <input type="checkbox"/> HOUSEKEEPING | 14. <input type="checkbox"/> DESTRUCTION OF COMPANY PROPERTY |
| 5. <input type="checkbox"/> INSUBORDINATION | 10. <input type="checkbox"/> IMPROPER CONDUCT | |

REMARKS

Customer brought in own oil qnts. Eng. Holds 5, Tech did not put Extra quant back in Customer's car, & cust. had to come back in and ask for his quant of oil back, which tech forgot.

Signature of Supervisor

I have read this report - - - - - Signature of Employee

THE ABOVE OFFENSE OR OFFENSES HAVE BEEN NOTED AND ARE MADE A PART OF THE ABOVE EMPLOYEE'S RECORD AS OF THIS DATE.

Personnel Department

Date